**Resignation Form of University Employee**

Written at ………………………………..

Date ……… Month ………………..Year………..

Subject: Request for resignation

Dear: (Authorized Employer)

 I am ………………………………………… start work date….....….Month……….…….…. year…………….. in position………………………………………………………………..…….…….. Division/Faculty……………………………with a monthly remuneration …………………….. Baht. Reason for resignation………………………………………………………….………………………..

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Now, I accused accused of neither malfeasance nor criminal penalties about……….……

……………………………………………………..……………………………………………..………

……………………………………………………..……………………………………………..………

For your consideration of the resignation effective date…….month…….….year…………….

 Yours Sincerely

 (Signature) …………………………

 (……………….…………………..)

 **Remarks of authorized employer**

Section Head………….……………………………………………

(Signature)………………………….. D/M/Y ………………….

Division/Department Head…………………………………

(Signature)………………………….. D/M/Y ………………….

Director/Dean…………………………………………………….

(Signature)………………………….. D/M/Y ………………….

 **Outstanding of the commitment with the university**

1. Office of Academic Resource and Information Technology (Borrowing Book)

 Doesn’t Have have ……………….………..

2. Finance Division (Borrowing/Government Debt)

 Doesn’t Have have ………………….……..

Signature ……………………………… Checker

(Staff who assigned by head of organization)

Remark: Please submit the resignation letter to the head of organization respectively in advance not less than 60 days. Except in fortuitous event, the resigning officer can be allowed to submit in advance less than 60 days.